

External Studies adapts to the variety of needs of the "new" kind of learner. . . in your own home, on your own schedule, at your own pace. It's a non-threatening way to give college a try, a graceful way to return to college, and a convenient way to acquire new competencies to make yourself more competitive in the job market.

If you decide to enroll in one of the growing number of courses available, the gratifying part of your External Studies experience will be your own self-directed study and a one-to-one exchange of ideas with an experienced instructor.

Credit earned through completion of External Studies courses is transferable to other institutions and is widely accepted toward degrees. Dodge City Community College keeps a record of credits you earn and will transfer it to another institution at your request.

You may enroll in External Studies at any time during the year. Tuition fee is \$13.00 per credit hour. The incidental fee for each course is \$10.00. The fee for textbooks differs with each course.

If you are interested, and External Studies sounds like a good alternative for you, here's how to enroll: call 225-1321, ex. 223 (toll free, 1-800-742-9519). We'll enroll you by telephone, and the business office will bill you for tuition, incidental fee, and textbooks. When we receive notice of payment we package all instructional materials, including textbooks, and mail them to you.

The Learning Resources Center (LRC), where the External Studies Program is located, offers many services to the community and to students. A phone call to Information Services can give you access to unlimited library resources throughout the state of Kansas. A no-fee tutoring service is available to students experiencing difficulties in the areas of math, science, business, and composition.

Extensive counseling is available to anyone interested in personal or career education planning. Our career counselors can help you find answers to questions that affect career choice, education planning, and personal growth and development.

All LRC services share the same toll-free number, 1-800-742-9519, just ask for extension 220.

Learning Resources Center
Dodge City Community College
Dodge City, Kansas
67801

External Studies



External Studies

- Ag. 220 Gunsmithing 1** 3 hours credit
Introduction to gunsmithing, includes stock making, bluing, metallurgy and repair of firing mechanisms. The course will include all facets of gunsmithing.
- Ag. 221 Gunsmithing 11** 3 hours credit
A continuation of Ag. 220, a prerequisite.
- Ag. 222 Gunsmithing 111** 3 hours credit
A continuation of Ag. 221, a prerequisite.
- Anthro. 110 Ascent of Man** 3 hours credit
Students will demonstrate their knowledge of intellectual history tracing the major events in the biological and cultural evolution of man. The course traces the development of science and art as expressions of the special gifts that characterize man and that have made him unique among the animal species. Emphasis is placed on the processes of thought and imagination which are involved in the various attempts made by man to analyze and understand the nature of the universe and of himself.
- Anthro. 111 Anthropology** 3 hours credit
An introduction to the study of man, his development of language, his life in the stone age to urban development and his cultural adaptation to different environments. The student will be provided with guidelines to help him to recognize cultural elements in his own life experiences.
- Art 130 Freehand Sketching** 3 hours credit
A basic course on the seven elements of drawing used by all artists who draw in three dimensions.
- Art 131 Applied Sketching** 3 hours credit
This will enable the student to study art by television. It is a packaged modular type of program that goes to an in-depth study of Art 130. The course provides the student a chance to study at home.
- Bus. 110 Elementary Typewriting** 3 hours credit
A dual-purpose course for students who desire typewriting for personal use, and for those students who need a beginning vocational course.
- Bus. 111 Typewriting 11** 3 hours credit
A continuation of Bus. 110. Speed building, business letter writing, tabulating, tables, etc. Some production typewriting. Prerequisite: Bus. 110 or 40 words a minute on a five minute writing. Equivalent to A.C. 111 and Sec. 100.
- Bus. 115 Office Records Management** 2 hours credit
Designed to acquaint the student with the need for maintaining effective filing systems and procedures while developing basic skills in organizing and filing records and correspondence in alphabetic and subject systems. Emphasis is also placed on correct usage and spelling of general and specialized terms in office occupations. Equivalent to Sec. 103 and A.C. 140.
- Bus. 116 Bookkeeping 1** 2 hours credit
A course that will enable a student to handle a set of books in either a small business or farm accounts to provide the correct accounting principles and forms necessary for income tax return.
- Bus. 117 Bookkeeping 11** 2 hours credit
A continuation of Bus. 116, a prerequisite.
- Bus. 120 Shorthand 1** 3 hours credit
Covers the fundamentals of Gregg Shorthand for those who have not had any shorthand. Equivalent to Sec. 101.
- Bus. 121 Shorthand 11** 3 hours credit
A beginning dictation and transcription course. Emphasis upon development of speed of taking dictation and in the transcription of notes into mailable products. Prerequisite: Bus. 120 or equivalent. One may waive prerequisite by taking a dictation test at 60 words a minute. Equivalent to Sec. 206.
- Bus. 130 Accounting 1** 3 hours credit
A beginning course in accounting including the accounting cycle, work at the close of the business period, with some thought to interpretation of work.

- Bus. 131 Accounting 11** 3 hours credit
A continuation of Bus. 130. Specific problems of accounting with emphasis upon corporation work. Prerequisite: Bus. 130.
- Bus. 143 Introduction to Business** 3 hours credit
Explores the nature and scope of business, how business is owned, organized and managed. Emphasis upon environmental forces and historical conditions influencing business today. Study of basic tools in analyzing business problems and relating business to economics. Role of psychology to human relations in business. Equivalent to A.C. 143.
- Bus. 144 Business Mathematics** 3 hours credit
Mainly concerned with fundamental drill, building a familiarity with figures, and their mathematical application to business. Equivalent to A.C. 144.
- Bus. 242 Small Business Management** 3 hours credit
This course investigates the problems of organizing and operating a small business. Students analyze the characteristics of small firms and opportunities available in small business area.
- Bus. 247 Personal Finance** 3 hours credit
A study of finance from the individual's viewpoint; personal and financial planning, career selection, personal and financial records, budgeting, banking services, tax management, credit management and use, consumerism, transportation, housing decisions, insurance management, investment planning and goals.
- Bus. 145 Business Communications** 3 hours credit
Developing better human relations through the transmission of thought, belief, opinion and information in business communications. Equivalent to A.C. 145.
- Bus. 250 Business Law 1** 3 hours credit
The course covers acquisition of skills in handling most daily business law applications while studying contracts, agency and employment, commercial paper, and personal property. Sophomores only or by permission of instructor.
- Bus. 251 Business Law 11** 3 hours credit
The study of creditor's rights, secured transactions, agency and employment, partnerships and special ventures, corporations, and real property. Prerequisite: Bus. 250.
- A.C. 146 Introduction to Data Processing** 3 hours credit
Emphasis is placed upon data processing terminology, the cycle basic operations, and their relationship to data processing systems and equipment. The student will become familiar with various typical business applications.
- Bus. 141 Business Machines** 3 hours credit
Individualized instruction enabling the student to establish his own goals. Emphasis on problem-solving activities on electronic, rotary and printing calculators plus the ten key adding machine. Equivalent to A.C. 141 and Sec. 104.
- D.E. 101 Salesmanship** 3 hours credit
A study of buying motives, planning the sale, merchandise, types of customers, types of approach, overcoming obstacles, closing the sale, wholesale. Personality development and sales psychology will be stressed. Students prepare and give sales demonstrations as part of the class work.
- Diet. 140 Introduction to Nutrition in Health and Disease** 3 hours credit
Principles of normal nutrition; recommended dietary allowances for all stages of the life cycle.
- Econ. 101 Principles of Economics: 1 Macro Economics** 3 hours credit
An introduction to the nature of economic systems, the determinants of national income and employment, monetary and fiscal policy, and economic growth with emphasis upon contemporary issues and policy decisions.

- Eng. 050 Survival Skills** 1-3 hours credit
This course is designed as a corrective learning experience based in diagnosing the learner's needs. It will give the learner the necessary communication and learning skills needed to survive in the college setting and/or in his/her career. Options include developmental reading, writing, grammar, job search, and personal development.
- Eng. 104 College Reading** 2 hours credit
A basic course designed to increase a student's eye movement and help comprehension and retention of material. The student will gain experience in how to use a college text, listening and notetaking techniques, how to study for exams, and other college survival skills.
- Eng. 106 Vocabulary Development** 2 hours credit
This course is for anyone interested in expanding his reading, writing, speaking and listening vocabulary. The three main objectives are: to induce the student to take a friendly interest in words; to teach prefixes, roots, and suffixes thereby strengthening understanding of familiar words and providing new words to the meanings of unfamiliar words; and to add be individualized to include vocabulary development can career area. It also includes the option to gain experience in preparing forms and resumes for future job search.
- Eng. 111 Speed Reading** 1-3 hours credit
This course is designed for the student who wishes to improve existing skills and techniques in reading rate and comprehensive powers.
- Eng. 118 Writing Workshop** 1-3 hours credit
This course is designed as either a corrective or alternative learning experience based on diagnosing the learner's needs. It will treat such areas as: Business Communications, Developmental Writing, Creative or Expository Prose, and Vital Communications.
- Eng. 119 Communications Skills** 1-3 hours credit
This course is designed as a corrective or alternative learning experience based in diagnosing the learner's needs. Options include developmental reading, developmental writing, grammar, career exploration, and personal development. Another option, The Business of Oral Communication, is designed to refine and extend a student's existing oral communication skills. The hows and whys of good communication skills are explained and demonstrated and the taped format allows the student to evaluate and take part in realistic communication situations.
- Sp. 150 Classical Theatre** 3 hours credit
Classical Theatre fills a need as a survey course in Western European and American Dramatic Literature. It covers plays from Greek drama to contemporary American drama, and serves as a general introduction course to World Dramatic Literature.
- Gov. 101 American National Government** 3 hours credit
A general survey of the philosophic origins, constitutional and legal framework, and contemporary functioning of the American national government system with emphasis upon recent and current trends, issues and policy decisions.
- Hist. 101 American History 1** 3 hours credit
Students in this course will consider three major themes: Evolution of a democratic political system; evolution of a nation strong enough to survive a civil war; and growth of the ideal of social equality.
- Hist. 107 The History of Bible Times** 3 hours credit
Students will survey the period in the Ancient Near East during which the Bible was written. They will also review the early Christian era through the Bible and other literature.
- Hist. 108 History of Christianity** 3 hours credit
By studying church history from the apostles to the present, students will gain insights into the nature of western man, social and political influences upon Christianity, and current theological thought.
- H.E. 111 Introduction to Interior Design 1** 3 hours credit
This class will cover design composition and symbolism of color. Color charts introduced through the history of design will enable the student to correlate color design and historical construction to modern interior design. Furniture design and styles will be correlated with the personality of the home.

- H.E. 112 Interior Design 11** 3 hours credit
The student utilizes design basics to complete projects on fabrics, window treatments, wall treatments, furnishings, and home customizing.
- Math. 100 Basic Applied Mathematics** 3 hours credit
A study of basic math operations with emphasis on becoming competent in the use of mathematical operations, percentages, problem solving, using equations, averages, graphs, problem solving using ratio and proportions, and pre-exponents, and logarithms. The student's options include developmental math, math related to career areas, and preliminary math for algebra, chemistry, modern college math, and so forth.
- Math. 102 Metric System** 1 hour credit
Basic modules covering the history, conversion and practical application of the metric system.
- Nur. 104 Medical Secretary** 2 hours credit
A course which enables a person to qualify for a secretarial position in a hospital or medical clinic. The prerequisite will be basic secretarial skills.
- Psy. 101 General Psychology** 3 hours credit
An introduction to what Psychology is and what Psychology does, focusing on the best known data about human behavior including: Motivation, Stress, Personality Theory, Psychotology, Abnormal Psychology, Learning and the Physiological Basis of Behavior. Emphasis will be placed on the practical and academic application of the principles underlying human behavior. A secondary focus will be to explore the emotional basis of our psychological nature in a non-threatening manner through various structured exercises.
- Psy. 102 Human Growth and Development** 3 hours credit
A study of the development of the individual from birth to maturity. Attention is given to physical, social, sexual, emotional, intellectual, and linguistic development. Required for elementary and secondary education majors. Prerequisite: Psy. 101.
- Sec. 207 Executive Typewriting** 3 hours credit
Emphasis on Typewriting production. Stresses office typewriting problems, letters, telegrams, reports, minutes, brochures, sales promotion, etc.
- Sec. 220 Legal Secretary** 2 hours credit
Develop the intellectual skills to be qualified for the position of a legal secretary. Prerequisites are possession of the basic skills of a professional secretary.
- Soc. 101 Principles of Sociology** 3 hours credit
This course is an introduction to the field of sociology. The course emphasizes units covering methodology in the social sciences, personality theory, role and status, culture and its evolution, group dynamics, social institutions and a brief look at the family as an institution.
- Soc. 200 Women in Society** 3 hours credit
The study of the intellectual, economic, political, psychological and social role of women in the United States. The course includes a personal development segment, experience in stress management, and specific job preparation exercises.
- Hrt. 285 Home Gardener** 2 hours credit
A basic course that includes fundamentals of indoor and outdoor gardening, planting for patios and balconies, gardening in containers and simple landscaping.
- Bus. 227 Effective Interviewing** 2 hours credit
This course is designed to acquaint personnel managers and school administrators with efficient and effective human relations. This course was used by small industry and office personnel where there were more than five persons in the office.
- C.E. 4.152 Yoga** 3 CEU's
Yoga is a method of integrating the mind, the body, and the spirit as a unified whole. Through illustration and example, the student emerges with a positive mental outlook. The student will experience yoga in two segments: first, the introduction of basic and preparatory postures or asanas; second, intermediate and advanced postures combined with breathing techniques.